

| Distribution | SUBJECT | Date |
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| | PRE-EMPLOYMENT BACKGROUND CHECKS | 03/24/04 |

PURPOSE: To verify the applicant's information for authenticity in order to maintain company employment standards.

PERFORMED BY: Human Resources Administrator

PROCEDURE:

1. HRA verifies properly completed Background Questionnaire (V-5) and then initiates computerized background reports:
 - A) Consumer Credit Report (Results immediately)
 - B) Florida Criminal report from FDLE.
 - C) Georgia Criminal and other State criminal are sent to outside agency.
2. HRA verifies references of selected applicants. Complete Employment Information Form (V-3) for employer (phone, fax or mail).

NOTE: If applicant had more than two jobs in the last five years, then a completed Form V-3 must be obtained from ALL employers during that period.

- A) If Applicant has been unemployed the past two years, check personal references.
3. HRA compiles applicant verification information, reviews file and approves or rejects applicant.
 - A) Approved applicant – HRA and DPM discuss applicant and a decision is made on hiring.
 - 1) DM or HRA contact applicant to arrange hire date.
 - B) Rejected applicant - Notify DM or AM and begin background check on next highest ranked applicant.